

How to Setup Exchange account in Entourage 2004/2008

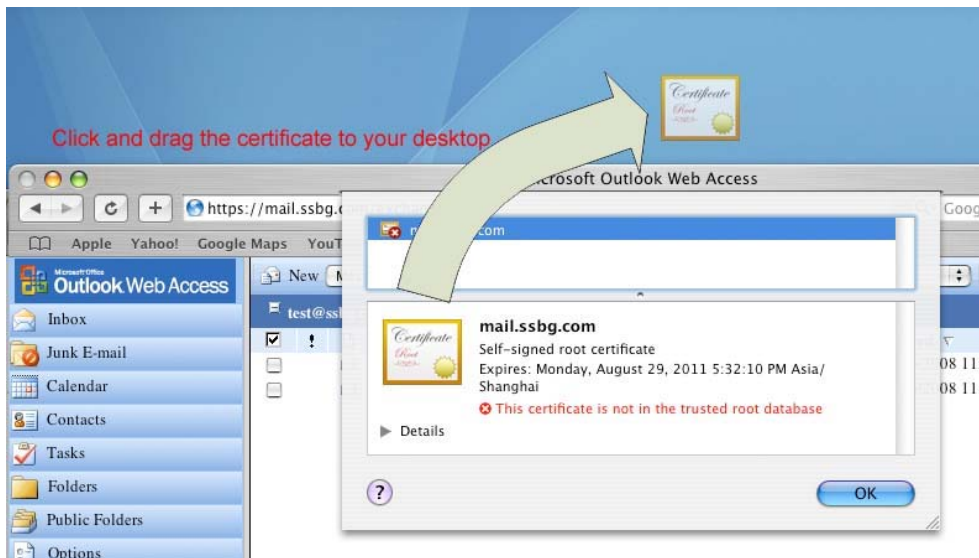
► Install Certificate in client PC

1. Login to <https://mail.ssbg.com/exchange>
2. Select show Certificate



If failed to load the certificate page look for this symbol , it can be found in upper right corner of the page

3. Click and drag the certificate to your desktop



4. Double click the certificate and then
 - A. for MS Office 2004 (upgrade version 11.5 or higher) user
 - Select X509Anchors
 - B. For MS Office 2008
 - Select Microsoft_Intermediate_Certificates
5. For MS office 2008 user (for MS 2008 user, skip this step)
 - Click Go -> Application
 - Microsoft office 2004 ->Office -> Microsoft Cert manager

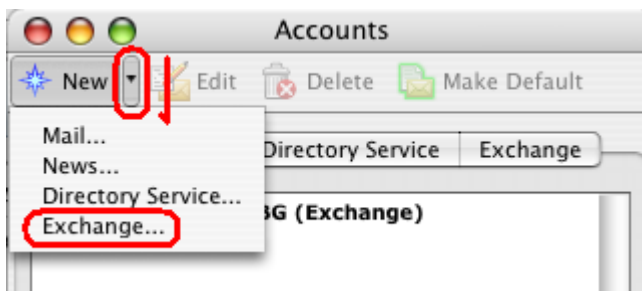


- Click import
- Browse all the way to the desktop and open the certificate.
- Finish

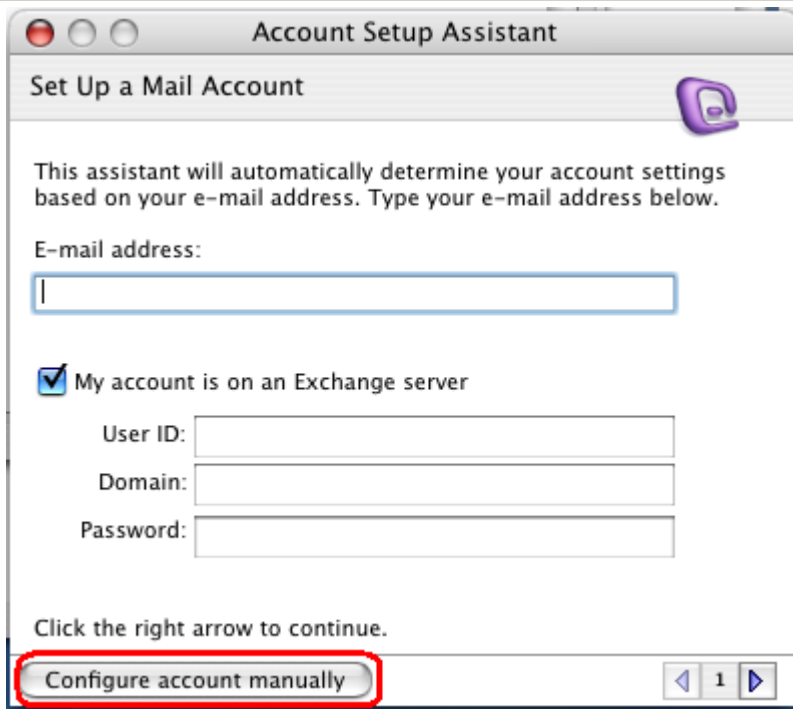
▶ Create the Exchange account

Install note: Using office 2004. It needs office 2004 version 11.5 or higher upgrade

1. Open Entourage
2. Click Entourage -> Account settings
3. Beside "New" Button, click arrow down and select Exchange



4. Click Configure account manually



5. Fill the blank as shown below



Account Name: Exchange

Account ID: username

Password: *****

Domain:

- MS office 2004 user: ssbg
- MS office 2008 user: keep it blank

Exchange Server: <https://mail.ssbg.com/exchange>

Name: Your name

E-mail address: your email address

▶ Public Folder (Optional)

The screenshot shows the 'Edit Account' dialog box with the 'Advanced' tab selected. The 'Public Folder Settings' section includes a text field for 'Public folders server' containing 'https://mail.ssbg.com/public'. Below it, a note states 'This server is also used for free/busy information.' A checkbox labeled 'This DAV service requires a secure connection (SSL)' is checked and circled in red. Another checkbox 'Override default DAV port:' is unchecked, with a text field containing '443'. The 'Directory Settings' section includes an empty 'LDAP server:' text field, two checked checkboxes: 'This server requires me to log on' and 'This LDAP server requires a secure connection (SSL)', and an unchecked 'Override default LDAP port:' checkbox with a text field containing '3269'. Below these is a 'Maximum number of results to return:' spinner set to '1000' and an empty 'Search base:' text field. At the bottom right are 'Cancel' and 'OK' buttons.

Public Folder Server: <https://mail.ssbg.com/public>

Check "this DAV service requires a secure connection (SSL)"

6. Click ok
7. Click Ok to synchronized



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Entourage is now synchronizing in the background with your Exchange account: Exchange.
Synchronization time varies depending on the amount of data you are synchronizing and the speed of your connection.

OK

Finish ...